

MICROSOFT WORD MCQ BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Created By [Careericons](#) Team

Q1. How can you make the selected character superscripted?

- a) 'Ctrl + -
 - b) Ctrl + Shift + =
 - c) Alt -*- Ctrl -t- Shift + =
 - d) All of above
 - e) None of these
-

Q2. Which feature do you use to create a newspaper like document?

- a) Bullets & numbering
 - b) Tables
 - c) Columns
 - d) Tab stops
 - e) None of these
-

Q3. Which tab in Font dialog box contains options to apply font effects?

- a) Font tab
 - b) Character Spacing
 - c) Text Effects
 - d) Standard Toolbar
 - e) None of these
-

Q4. Why Drop Caps are used in document? (1) To drop all the capita! letters

- a) To automatically begin each paragraph with capital letter
- b) To begin a paragraph with a large dropped initial capital letter
- c) All of above
- d) None of these

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Q5. Drop Cap means

- a) All Caps
- b) Small Caps
- c) Title case
- d) All of above
- e) None of these

Q6. What is the shortcut key to "Undo" the last action In a document?

- a) Ctrl + X
- b) Ctrl +Y
- c) Ctrl+ 2
- d) Ctrl + T
- e) None of these

Q7. Bold, Italic, Regular are known as

- a) font styles
- b) font effects
- c) word art

- d) text effects
 - e) None of these
-

Q8. Which indent marker controls all the lines except first line?

- a) First Line Indent Marker
 - b) Left Indent Marker
 - c) Hanging Indent Marker
 - d) Right Indent Marker
 - e) None of these
-

Q9. Which of the following are word processing software?

- a) WordPerfect
 - b) Easy Word
 - c) MS Word
 - d) All of above
 - e) None of these
-

Q10. Which Is true when you Insert an excel worksheet Into a word document? /

- a) word Is the destination document
 - b) excel is the destination document
 - c) the worksheet is the destination document
 - d) the document is the source document
 - e) None of these
-

Q11. What is the extension of Word files?

- a) RL
- b) DOT

- c) DOC
 - d) TXT
 - e) None of these
-

Q12. Text boundary can be displayed or hidden from

- a) Auto text option from Insert menu
- b) Options from Tools menu
- c) Customize from Tools menu
- d) All of above
- e) None of these

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Q13. What is the shortcut key to Update Formula in a table?

- a) F9
 - b) Alt +FB
 - c) Ctrl + F9
 - d) Shift+ F9
 - e) None of these
-

Q14. How can you disable extended selection mode?

- a) Press F8 again to disable
 - b) Press Del to disable
 - c) Press Esc to disable
 - d) Press Enter to disable
 - e) None of these
-

Q15. It is possible to ___

- a) Create
- b) Modify
- c) Sort all of the above
- d) None of these

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Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (c)

Q3. Answer: (a)

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Q4. Answer: (c)

Q5. Answer: (d)

Q6. Answer: (c)

Q7. Answer: (a)

Q8. Answer: (b)

Q9. Answer: (d)

Q10. Answer: (a)

Q11. Answer: (c)

Q12. Answer: (b)

Q13. Answer: (a)

Q14. Answer: (c)

Q15. Answer: (d)

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